

## TITLE 590 INDIANA LIBRARY AND HISTORICAL BOARD

### ARTICLE 1. GENERAL PROVISIONS

#### Rule 1. Standards of Eligibility to Receive State Funds

##### 590 IAC 1-1-0.5 Purpose of rule Version a

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7.1

*NOTE: This version of section effective until January 1, 2011. See also following version of section, effective January 1, 2011.*

Sec. 0.5. Standards for public libraries are established to encourage local libraries to maintain a minimum level of service and to establish criteria for eligibility to receive state and federal appropriations. (*Indiana Library and Historical Board; 590 IAC 1-1-0.5; filed Mar 17, 1986, 4:00 pm: 9 IR 1966; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA*)

##### 590 IAC 1-1-0.5 Purpose of rule (Repealed) Version b

*NOTE: This version of section effective January 1, 2011. See also preceding version of section, effective until January 1, 2011.*

Sec. 0.5. (*Repealed by Indiana Library and Historical Board; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

##### 590 IAC 1-1-0.6 Definitions Version a

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7

*NOTE: This version of section effective until January 1, 2011. See also following version of section, effective January 1, 2011.*

Sec. 0.6. The following definitions apply throughout this rule:

- (1) "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Secondary Schools or other regional or national associations of similar rank.
- (2) "Administrative experience" means experience attained:
  - (A) as a head librarian/director; or
  - (B) by having supervision over and responsibility for the work of other persons.
- (3) "Approved library education" means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution accredited by the American Library Association (ALA) or approved by the Indiana department of education. Similar approved courses in library science taken outside of Indiana may be accepted.
- (4) "Bylaws" means the rules adopted by the library board for the:
  - (A) government of its members; and
  - (B) regulation of its affairs.
- (5) "Certification examination" means an exam given by the Indiana state library to librarians for the purpose of obtaining certification levels.
- (6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.
- (7) "Director" means the librarian who is:
  - (A) the administrative head of the library; and
  - (B) responsible to the library board for the operation and management of the library.
- (8) "Evening hours" means the hours the library is open after 5 p.m.
- (9) "Full-time" means that the director is paid for:
  - (A) thirty-five (35) to forty (40) hours per week; or
  - (B) if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open.
- (10) "Graduate degree" means completion of at least one (1) year of professional study on the graduate level taken in an accredited library school and validated by a diploma such as the Master of Library Science or Master of Information Science.
- (11) "Library board" means the fiscal and administrative body of a public library.
- (12) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.

(13) "Software" means programs that tell the computer what operations to perform.

(14) "Special services" means library service for special populations such as the blind, deaf, or physically handicapped.  
(Indiana Library and Historical Board; 590 IAC 1-1-0.6; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA; filed Mar 17, 2010, 4:00 p.m.: 20100414-IR-590080944FRA)

**590 IAC 1-1-0.6 Definitions (Repealed) Version b**

*NOTE: This version of section effective January 1, 2011. See also preceding version of section, effective until January 1, 2011.*

Sec. 0.6. (Repealed by Indiana Library and Historical Board; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

**590 IAC 1-1-1 Eligibility to receive state funds; determination Version a**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1-11; IC 4-23-7.1-24; IC 36-12-11

*NOTE: This version of section effective until January 1, 2011. See also following version of section, effective January 1, 2011.*

Sec. 1. The eligibility of a public library to receive state or federal funds under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

(1) Compliance with any requirements that may be set forth in state legislation providing for such funds.

(2) Compliance with Indiana law.

(3) Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; Rule I, A.1; filed Dec 21, 1973, 3:15 p.m.: Rules and Regs. 1974, p. 362; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)

**590 IAC 1-1-1 Eligibility to receive state funds; determination (Repealed) Version b**

*NOTE: This version of section effective January 1, 2011. See also preceding version of section, effective until January 1, 2011.*

Sec. 1. (Repealed by Indiana Library and Historical Board; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

**590 IAC 1-1-2 Minimum standards for public libraries; compliance reports (Repealed)**

Sec. 2. (Repealed by Indiana Library and Historical Board; filed Mar 17, 1986, 4:00 pm: 9 IR 1965; errata, 9 IR 2208)

**590 IAC 1-1-2.5 Minimum standards for public libraries Version a**

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 36-12

*NOTE: This version of section effective until January 1, 2011. See also following version of section, effective January 1, 2011.*

Sec. 2.5. (a) The library must operate in compliance with Indiana laws, including the following:

(1) The Public Library Law under IC 36-12.

(2) The Indiana Library and Historical Department Law under IC 4-23-7.

(3) Other Indiana laws that affect municipal units.

(b) The library board shall:

(1) classify employees;

(2) adopt schedules of salaries; and

(3) prescribe duties of employees;

all with the advice and recommendations of the library director.

(c) All newly constructed and existing library facilities (central buildings and branches) must be in compliance with local, state,

and federal building and health and safety codes.

(d) The library shall provide the following minimum services:

- (1) Acquisition, organization, and loan of materials.
- (2) Availability of general collections to the public at all times the library is open.
- (3) A telephone listed in the library's name.
- (4) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs).
- (e) The library must comply with federal laws affecting employment practice and facilities management.
- (f) The library board shall be governed by written bylaws that outline its purpose and operational procedures.
- (g) The library shall have a written long-range plan of service for two (2) to five (5) years, including the following:
  - (1) A statement of community needs, goals, and measurable objectives.
  - (2) A method for periodic review and evaluation.
- (h) The library shall have a written automation plan.
- (i) The library board shall adopt the following:
  - (1) A written collection development policy.
  - (2) Principles of access to all library materials and services.
- (j) The library board and director shall maintain their separate functions as follows:
  - (1) The board is responsible for governance.
  - (2) The director is responsible for administration.
- (k) All library trustees shall follow the principles discussed in current state publications for trustees that are approved by the

Indiana state library.

(l) The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

- (1) Employment practices, such as:
  - (A) recruitment;
  - (B) selection; and
  - (C) appointment.
- (2) Personnel actions, such as:
  - (A) placement;
  - (B) performance evaluations;
  - (C) promotions;
  - (D) grievances;
  - (E) disciplinary actions; and
  - (F) personnel records.

(3) Salary administration.

(4) Employee benefits.

(5) Conditions of work.

(6) Leaves.

(m) The library shall support continuing education for staff and trustees.

(n) The library must comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone.

(o) Hours of service shall be provided to allow the greatest possible access for the community as follows:

- (1) The library serving a population of fifteen thousand (15,000) or fewer must be open a minimum of twenty (20) hours each week, including at least one (1) evening and some hours on one (1) weekend day.
- (2) The library serving a population of at least fifteen thousand one (15,001) but fewer than thirty thousand one (30,001) must be open a minimum of forty-five (45) hours each week, including at least two (2) evenings and at least one (1) weekend day.
- (3) The library serving a population over thirty thousand (30,000) must be open a minimum of fifty-five (55) hours each week, including at least three (3) evenings and at least one (1) weekend day.
- (p) The library shall provide the following:
  - (1) Reference services.
  - (2) Children's services.
  - (3) Library sponsored programming.

- (4) Audiovisual services.
- (5) Special services.
- (q) The library shall:
  - (1) inform its public of the services available; and
  - (2) encourage the use of these services.
- (r) The library shall provide at least a base level of technology consisting of:
  - (1) a computer;
  - (2) a modem;
  - (3) a fax;
  - (4) a printer; and
  - (5) software;

by January 1, 1998.

(s) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, as of December 31, in the form prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. (*Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; errata, 21 IR 111; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA; filed Mar 17, 2010, 4:00 p.m.: 20100414-IR-590080944FRA*)

**590 IAC 1-1-2.5 Minimum standards for public libraries (Repealed) Version b**

*NOTE: This version of section effective January 1, 2011. See also preceding version of section, effective until January 1, 2011.*

Sec. 2.5. (*Repealed by Indiana Library and Historical Board; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

**Rule 2. Development Plan for Area Library Services Authorities (Repealed)**

*(Repealed by Indiana Library and Historical Board; filed Nov 28, 2001, 3:30 p.m.: 25 IR 1304)*

**Rule 2.5. Minimum Standards for the Indiana Cooperative Library Services Authority (Repealed)**

*(Repealed by Indiana Library and Historical Board; filed Mar 17, 2010, 4:00 p.m.: 20100414-IR-590080944FRA)*

**Rule 3. Indiana Document Depository Libraries Version a**

*NOTE: This version of rule effective until January 1, 2011. See also following version of rule, effective January 1, 2011.*

**590 IAC 1-3-1 Selection of depository documents by state library**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 1. Selection of Depository Documents. Selection of documents to be sent to depository libraries shall be made by the Indiana State Library and shall be determined by the availability and general interest of the document. (*Indiana Library and Historical Board; Rule III,A.1; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA*)

**590 IAC 1-3-2 Exemptions from depository program**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 2. Exemptions from the Depository Program. Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desire the publication. (*Indiana Library and Historical Board; Rule III,A.2;*

*filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)*

**590 IAC 1-3-3 Inter-library loan and reference services required**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 3. Required Services. Depository libraries must provide inter-library loan and reference service in connection with Indiana state documents to the libraries and to citizens in their respective regions, and make every effort to see that depository documents are available to the general public and to promote their reference use. (*Indiana Library and Historical Board; Rule III,B; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)*)

**590 IAC 1-3-4 Retention of depository documents**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 4. Retention of Documents. All depository documents must be retained at least five years by the depository library. (*Indiana Library and Historical Board; Rule III,C; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)*)

**590 IAC 1-3-5 Disposal of documents by state university depository libraries**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 5. Disposal of Documents by the four State University Depository Libraries. The four state university depository libraries must request the approval of the State Library before disposing of depository documents retained five years or longer. (*Indiana Library and Historical Board; Rule III,D.1; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 378; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)*)

**590 IAC 1-3-6 Disposal of documents by secondary depository libraries**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 6. Disposal of Documents by Secondary Depository Libraries. Secondary depository libraries may, at their own discretion, dispose of documents retained five years or longer, unless the State Library has given advance notice that certain documents are needed for the State Library's collection. (*Indiana Library and Historical Board; Rule III,D.2; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 378; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)*)

**590 IAC 1-3-7 Termination as depository library by request or for cause**

Authority: IC 4-23-7-5

Affected: IC 4-23-7.1

Sec. 7. Termination as a Depository Library. Any depository library has the right to relinquish its privilege at any time by addressing a letter to the Director of the Indiana State Library stating that the library no longer wishes to be a depository for Indiana state documents.

The privilege may also be taken away by the Director of the Indiana State Library for failure of the library to adhere to the Regulations [590 IAC 1-3] for Indiana Document Depository Libraries.

Upon termination of the depository privilege, either by request or for cause, the library shall request of the Director of the Indiana State Library instructions concerning disposition to be made of the depository publications of the library. (*Indiana Library*

*and Historical Board; Rule III,E; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 378; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303; readopted filed Nov 27, 2007, 10:07 a.m.: 20071226-IR-590070668RFA)*

**Rule 3      Indiana Document Depository Libraries (Repealed) Version b**

*NOTE: This version of rule effective January 1, 2011. See also preceding version of rule, effective until January 1, 2011.  
(Repealed by Indiana Library and Historical Board; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)*

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